

FEE ACQUISITION

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(Sept. 1999)

INTRODUCTION

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(Sept. 1999)

All fee acquisitions are handled through General Services' Real Estate Services Division (RES D). It is CDF's responsibility to undertake the following:

- Participate in the site selection process for which the State Public Works Board is ultimately responsible.
- Obtain adequate funding through the Major Capital Outlay budget procedure.
- Obtain CEQA clearance.

Fee acquisition is a lengthy process. It is the region's responsibility to begin the acquisition procedures early enough to meet construction deadlines. The regions should request land acquisition 5 years in advance of the need for the property.

After acquisition, DGS will transfer "Control and Possession" of the parcel to CDF for its use, with DGS retaining control over any granting of rights to a third party. Upon acceptance of the "Control and Possession," CDF commits itself to all expenses necessary for management of the land.

PROCESSES

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(Sept. 1999)

Property Acquisition procedures should commence approximately five years before the date that occupancy of a completed facility is desired; it is at this time that the budget request for site acquisition funds is prepared by the region and submitted to Technical Services for inclusion in the department budget. Site acquisition must precede the onset of construction by about one year.

ACQUISITION PROCEDURES CHECKLIST

<u>Steps</u>	<u>Action</u>	<u>By Whom</u>
1	Site Selection, preliminary search	Region
2	Prepare Capital Outlay Budget Change Proposal (COBCP)	Region
3	Budget Preparation	Technical Services
4	Budget Estimates	RES D

5	Specific Site Recommendations	Region
6	Budget Approved	Legislature
7	DGS site selection review	RESD
8	Site selection	CDF/RESD
9	Request Acquisition	Technical Services
10	Authorization of Acquisition	Public Works Board
11	Acquisition	RESD
12	Condemnation Authorization (if needed)	Public Works Board
13	Approve Acquisition	Public Works Board
14	Close Purchase	RESD
15	Transfer Jurisdiction to CDF	RESD
16	Use Property	CDF

Note: CEQA must be completed prior to step 10 ([see Section 3050](#))

GIFT DEEDS

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(Sept. 1999)

Any offer of the gift of land to the state should be evaluated closely. DGS and the Department of Finance (DOF) have strict requirements concerning how these conveyances are to be processed. Technical Services should be contacted immediately if a Gift of Land is offered for any CDF facility or use. All gifts or real property must be accepted by DOF after DGS makes a recommendation to accept.

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FOR FORMS/FORMS SAMPLES SITE LINK.**

([see next section](#))

([see Table of Contents](#))